

OFFICE OF TRAINING

NOTICE
NO. 20-64

25 November 1964

SUBJECT: Office of Training Social Gathering

1. A Christmas social gathering of OTR personnel will be held in Room 703, Broyhill Building on 17 December 1964 from 1600 to 1930 hours.

2. Those who plan to attend are requested to contribute according to the following scale to defray expenses:

| | |
|-----------------|--------|
| GS-3 thru 5 | \$1.00 |
| GS-6 thru 9 | \$1.25 |
| GS-10 thru 13 | \$1.75 |
| GS-14 and above | \$2.25 |

3. Due to the limited time remaining before the date of the gathering, it is necessary to set 7 December as the deadline for contributions.

4. Contributions should be turned in to appropriate Time and Attendance clerks who will forward receipts to [REDACTED] Room 532 Broyhill Building, together with a list of contributors and the amount paid by each.

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MATTHEW BAIRD
Director of Training

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Distribution:
All OTR Personnel